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~~RECORDS~~ *Records*
~~TO 43~~

2 March 1953

PROCUREMENT AND SUPPLY OFFICE

INSTRUCTION NO. 110

SUBJECT : Correspondence Procedure

REFERENCE: Agency Correspondence Manual

1. Preparation. P&SO correspondence procedures will be guided by the Agency Correspondence Manual. All correspondence for the signature of the Chief/P&SO will be prepared as an original and five copies, plus information copies as needed. In addition to the original and courtesy copy, one yellow tissue (official file copy), one white tissue (Division or Staff file copy where necessary), and two green tissues (holdback copies where necessary) will be prepared. White tissue will be used for information copies. The original and courtesy copies are for the addressee. The file copy of all correspondence, reports, and similar documents will be prepared on yellow tissue and designated the official file copy. This copy with the incoming letter and background and supporting documents will be filed in the Chief's official file. The exception to this rule is for correspondence or other documents that specifically support or are related to Official case files maintained in the Divisions or Staffs, such as: Building or Property acquisition files maintained in the Real Estate and Construction Division, or Contract files maintained in the Purchase Division. For exceptions the yellow copy and related documents are filed by the appropriate Division or Staff. For such cases the white Division or Staff file copy will be unnecessary and should be omitted. The green (holdback) copy or copies (as the case may be) will not be shown on the distribution and should not be considered as official copies.
2. Routing Sheets. A "Routing and Record Sheet" (Form 51-9 or 51-10) will be prepared and attached (stapled) to the addressee copies. "Official Routing Slips" (Form 30-4) will be prepared and attached to all other copies. Transmittal Slip (Form 36-8) may be used for this purpose. These slips will indicate the intended recipient's name (or organizational component), building, and room number.
3. Assembling. The prepared correspondence will be assembled in the following order:
 - a. Official Routing Slip (Form 30-4) indicating originator and reviewing officials through the intended signer.
 - b. Addressee copies and cover sheet (Form 59-9, 51-10) (stapled together).

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3. Assembling (cont'd)

- c. Supporting documents and/or references (if any).
- d. Information copies with routing slips (if any).
- e. Official File copy with routing slip.
- f. Division or Staff File copy with routing slip.
- g. Office of the Chief holdback copy.
- g. Division holdback copy.

The Official File copy (yellow) will extend approximately one inch to the left of the other material with this margin being used for the initials of the originator, and all reviewing and coordinating officers.

- 4. Coordination. Coordination will be the responsibility of the originating Staff or Division, with coordinating officers using the P&SO code letters to indicate their proper Division or Staff. To avoid delay it is suggested that urgent correspondence be hand-carried to and from coordinating officers.
- 5. Routing. After the correspondence is assembled and returned to the originator for initialing (on official file copy), it will be routed to the Division or Staff Chief through the necessary reviewing officials. Each official will initial on the protruding yellow file copy above the initials of the preceding official. The Division or Staff Chief will initial the official file copy. Material originating in the operating Divisions will be forwarded via the Administrative Assistant to the Assistant Chief for Operations. Staff material, if not signed by the Staff Chief, will be forwarded to the Deputy Chief via the Administrative Assistant. (Where Staff material concerns or affects operations, it will have been coordinated with the operating Division and/or the Assistant Chief for Operations, as may be appropriate, in accordance with paragraph 4 above).
- 6. Processing In Office of Chief. The Assistant Chief for Operations may sign, per delegation of authority by the Chief, P&SO, or may forward to the Deputy Chief. The Deputy Chief may sign at his discretion, or may forward to the Chief, P&SO. Following signature by the Assistant Chief for Operations, Deputy Chief, or Chief, the respective secretary will:
 - a. Date all copies.
 - b. Indicate signature by the symbol /S/, and initials of signer.

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6. Processing In Office of Chief (cont'd)

c. Route all material to the mail room via the mail control desk.

Upon receipt the mail room will:

d. Log and dispatch the addressee copies.

e. Route the remaining office and information copies. The supporting documents and/or references will remain with the Official File copy.

7. Filing. The yellow copy and supporting material will be filed by subject in the appropriate file. This file will be in the office of the signer with the exceptions as indicated in paragraph 1.

8. Division Chief Signing. Correspondence prepared for the Division Chief's signature will not require a Division File copy (white) or holdback copies (green). If the Division Chief is signing for the Chief, P&SO, per delegation of authority, he will sign below the command line "FOR THE CHIEF, P&SO" using his own name and title; otherwise the command line will be omitted. Following signature the Division Secretary will:

a. Date all copies.

b. Indicate signature by the symbol /S/ and initials of signer.

c. Log and dispatch the addressee copies.

d. Route the information copies. The supporting documents remain with the Official File copy.

9. Identification Symbols. The following list of letter symbols for Staffs, Divisions, and Branches will be used in the Identification Initials line to indicate the Division and Branch of the originator; e.g. Coordination and Requirements Staff; Requirements Control Branch; John S. Smith, originator, Mary T. Jones, Typist. PSO/CR/RQ/JSS;mtj (1 February 1953).

Procurement and Supply Office	PSO
Logistics Office (when changed)	LO
Inspection and Review Staff	- IR
Special Staff	- SS
Administrative Staff	- AS
Coordination and Requirements Staff	- CR
Coordination and Planning Branch	- CP
Requirements Control Branch	- RQ
Assistant Chief for Operations	- AC

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9. Identification Symbols (cont'd)

Procurement Division

- PD



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Transportation Division

- TD

Planning and Control Staff

- PC

Administrative Staff

- AD

Highway Branch

- HI

Cargo Branch

- CO

Passenger Branch

- PA

10. Correspondence For Signature of DD/A, DDCI, or DCI. Correspondence prepared for signature or approval by the DD/A, DDCI, or DCI will require copies for P&SO internal use as indicated in paragraph 1 of this instruction. Neither holdback copy will appear on the distribution list, and no other copies will be distributed prior to final signature or approval. One additional copy will be necessary for the DD/A's files, and if the material is to go to the DDCI or DCI, two more additional copies will be needed. These should be on white tissue. When a letter or memorandum is prepared for the signature of the DD/A, a brief explanatory memorandum should be prepared for the signature of the Chief, P&SO. If reasonable doubt exists as to whether signature of ADD/A, DD/A, DDCI, or DCI is required, the signature line may be left blank, to be filled in later.
11. Brief. When the letter or memorandum for signature by an official of the P&SO is not of itself completely clear as to why it has been

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11. Brief (cont'd)

Written or why we are taking one position instead of another, a "brief" will be prepared on blue office memorandum (SF-64S) containing an adequate explanation.

12. Memo For The Record. When the letter or memorandum is the result of conferences, and concurrences with other offices of the Agency or other Agencies, and/or knowledge of the contents of more than one supporting document is required by the official of P&SO before signature, a memorandum for the record will be prepared containing such information in brief form.



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Act. Chief of Procurement and Supply

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